

# CANDIDATE FILING PACKET

General Election – November 5, 2013

The Woodlands Township

Board of Directors



July 26, 2013

TO: CANDIDATES

RE: NOVEMBER 5, 2013 GENERAL ELECTION THE WOODLANDS TOWNSHIP BOARD OF DIRECTORS

#### Dear Candidate:

Thank you for your interest in The Woodlands Township Board of Directors' General Election to be held November 5, 2013. Please find attached the official candidate's filing forms and instructions. A fact sheet of pertinent qualifications/ critical dates and information regarding campaign signs are included.

It is the duty of the candidate to become familiar with the laws applicable to Texas elections, ethics, and campaign finance reporting. You are solely responsible for compliance with these laws.

As the authority responsible for calling and holding a fair and impartial election, **The Woodlands Township cannot provide legal or administrative advice or assistance to candidates or prospective candidates.** You may wish to seek legal counsel or other professional advice in this regard.

Please note that candidates will file for one of three (3) positions: 5, 6, or 7. You must indicate a POSITION in the box labeled OFFICE SOUGHT: Example:

**OFFICE SOUGHT: Director, Position (put the number here)** 

Term of Office: Two (2) years. Check the "Full" box, as there are no unexpired terms on the ballot.

Please refer to the links below for additional election information and updates:

www.thewoodlandstownship-tx.gov

www.montgomeryvotes.org

www.harrisvotes.org

www.sos.state.tx.us/elections/forms/index.shtml

www.ethics.state.tx.us

APPLICATION FOR A PLACE ON THE GEN						ENERAL ELI	NERAL ELECTION BALLOT		
TO: Secretary of Board									
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.									
OFFICE SOUGHT Include any place number or other distinguishing number, if any.					INDICATE	INDICATE TERM			
include any place number of other distinguishing number, if any.						FUL		UNEXPIRED	
FULL NAME (First, M	iddle, Last)			PRINT NAM	IE AS YOU	J WANT IT TO	APPEAR	ON THE BALLOT	
PERMANENT RESIDENCE ADDRESS (Street address and apartment number. If none, describe location of residence. Do not include P.O. Box or Rural Rt.)				MAILING ADDRESS (If different from residence address)					
CITY	STATE	ZIP		CITY		STATE		ZIP	
EMAIL ADDRESS (Op	otional)	OCCUPATION (Do	not leav	e blank)	DATE	OF BIRTH	COUNT	Y OF RESIDENCE	
TELEPHONE NUMBE	R (Include area code	e) (Optional)		-		Residence as of			
OFFICE:			П	N STATE	TE		TRICT OR PRECINCT		
НОМЕ:			_	yr(s) mos		yr(s) mos		yr(s) mos	
If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election									
Before me, the undersig	gned authority, on th	is day personally app	eared (na	me)		of		, who being by me	
Before me, the undersigned authority, on this day personally appeared (name)									
${f v}$									
SIGNATURE OF CANDIDATE									
Sworn to and subscribed before me at, this the					day of		,		
								SEAL	
Signature of Officer administering oath <sup>1</sup> Title of Officer administering oath									
TO BE COMPLETED BY SECRETARY OF BOARD:									
(See Section 1.007)				Date 1	Received	Sig	gnature of Se	ecretary	
								· · · · · · · · · · · · · · · · · · ·	

#### INSTRUCTIONS

The filing deadline is 5:00 p.m. 71 days prior to the election day if the election is held in May or November of an odd-numbered year, except in cases where the law specifies the contrary.

The filing deadline is 5:00 p.m. 78 days prior to the election day if the election is held in November of an even-numbered year.

The candidate **must** sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption.

Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

#### FOOTNOTE

<sup>1</sup>If registration is required, complete the information.

<sup>2</sup>All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary, and the Secretary of State of Texas.

Se requiere toda la información, a menos que haya alguna indicación que no es obligatoria.

APLICACION PARA UN LUGAR EN LA BOLETA DE ELECCIÓN GENERAL										
A: Secretario(a) de Junta Solicito que mi nombre esté puesto en la arriba nombrada boleta como candidato para puesto oficial indicado abajo.										
PUESTO OFICIAL SOLICITA		irriba nomb	rada boleta c	omo cano	didate	para puest	oficial in			
Incluya cualquier número de lugar u otro número que hace el puesto oficial diferente				TERMINO NO					NO COMPLETADO	
NOMBRE COMPLETO (Nomi	ore de Pila	Segundo N	Nombre Ane	llido)	ESC	RIBA SII	NOMBRE			
NOMBRE COMPLETO (Nombre de Pila, Segundo Nombre, Apellido)				iliuo)	ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA					
DIRECCION DE RESIDENCIA PERMANENTE: Calle y Número de Departamento: si no tiene, describa la localidad de su residencia. No incluya su caja postal o ruta rural.				DIRECCION POSTAL (Si es diferente a su dirección de residencia)						
CIUDAD	ESTADO	)	ZONA PO	STAL	CIUDAD				ESTADO	ZONA POSTAL
CORREO ELECTRÓNICO (OF	CORREO ELECTRÓNICO (Optativo) EMPLEO (No lo deje en blan-			en bland	co)	b) FECHA DE NACIMIENTO NUM. DE VUID DE VOTANTI (si aplica)			D DE VOTANTE	
		1 / 1:		1						
NÚMERO DE TELÉFONO (Optativo)	–Incluya	el código	de área	TIEM	иро Е				LO LUGAR EN LA RE LA SOLICITU	A FECHA EN QUE ID
DE SU OFICINA:				EN	ELE	L ESTADO   EN EL CONDADO   EN EL DISTRITO O				DISTRITO O
DE SU DOMICILIO:					(ai	(año(s) PRECINTO				RECINTO
DE 30 DOMICIEIO.					_ `	(año(s)			ňo(s)	
					_ (m	(mes(es)) (mes(es)) (			(m	nes(es))
Para poder incluir un apodo como parte de su nombre completo el la papeleta, Ud. deberá firmar la siguiente constancia: Además, juro que se me ha conocido por este apodo por más de tres años. Además, juro que el apodo no es un lema político ni una indicación de mis creencias o afiliaciones políticas, económicas, sociales, o religiosas.										
Ante mí, la autoridad, suscrita apareció en persona										
Además juro que las anteriores declaraciones que incluyo en mi solicitud son verdaderas y están correctas en todos sentidos."										
$\mathbf{X}$										
FIRMA DEL CANDIDATO										
Jurado y suscrito ante mi en			_, este día		_ de _			,	·	(SELLO)
Firma del oficial administrando el juramento <sup>2</sup> Título del oficial administrando el juramento										
TO BE COMPLETED BY SECRETARY OF BOARD:										
(See Section 1.007)	ALIANI	OF BOAK	IJ.							
Date Received Signature of Secretary					etary					

#### **INSTRUCCIONES**

El último día para registrarse es a las 5 de la tarde 71 días antes del día de elección, si la elección es administrada en mayo o en noviembre de los años nones, menos en casos donde la ley especifique lo contrario.

El último día para registrarse es a las 5 de la tarde 78 días antes del día de elección si la elección es administrada en noviembre de los años pares.

El candidato **deberá** firmar esta declaración indicando que él/ella está enterado(a) de la ley sobre el nepotismo. Lo siguiente es un resumen de las prohibiciones del nepotismo al acuerdo al capitulo 573 de Código Gobierno:

Ningún oficial podrá nombrar, o votar por o confirmar el nombramiento o empleo de alguna persona que está emparentada con él dentro del segundo grado por afinidad (matrimonio) o dentro del tercer grado por consanguinidad (sangre), o que está emparentada con cualesquier otro miembro del cuerpo directivo o corte en que él/ella celebra sesión cuando la compensación de esa persona estará pagada con fondos públicos o los honorarios del puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por, o la confirmación de alguna persona que continuadamente ha sido empleado de la oficina o ha sido empleado durante el siguiente plazo antes de la elección o el nombramiento del oficial o miembro que está emparentado con el empleado en el grado prohibido: seis meses, si el oficial o miembro está elegido en una elección otra de la elección general para oficiales del estado y del condado.

Ningún candidato podrá obrar para influir a un empleado del puesto oficial al cual el candidato desea estar elegido o un empleado o oficial del cuerpo fiscal al cual el candidato desea estar elegido en cuanto al nombramiento o al empleo de una persona que está emparentada con el candidato en un grado prohibido como notado arriba. Esta restricción no se dirige a las acciones de un candidato respecto a una clase o categoría de buena fe de empleados o empleados anticipados.

Los ejemplos de parientes dentro del tercer grado de consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a) primo(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parientes de linaje (sangre), medios hermanos, y adopción legal.

Los ejemplos de parientes dentro del segundo grado de afinidad son los siguientes:

- (1) Primer grado: esposo(a), suegro(a), yerno(a);
- (2) Segundo grado: cuñado(a), abuelo(a) del esposo o esposa.

Las personas que están emparentadas por afinidad (matrimonio) están incluyen los esposos o esposas de parientes que están emparentados por consanguinidad, y, si casados, el esposo o esposa y los parientes del esposo o esposa por consanguinidad. No todos estos ejemplos son inclusivos.

#### **NOTA**

<sup>1</sup>Si se requiere estar registrado(a), complete toda la información

<sup>2</sup>Todo juramento, testimonio o afirmación hecho dentro de este Estado se podrá administrar y se podrá dar un certificado del hecho por un juez, escribano, o comisionado de alguna corte de registro, un notario público, un juez de paz, secretario de la ciudad, y el Secretario del Estado de Texas.



#### November 5, 2013 – Director Election

#### **Qualifications for Township Director:**

- 18 years of age
- Resident of The Woodlands Township for past six (6) months
- Resident of Texas for past twelve (12) months
- U.S. citizen

#### **Disqualifications:**

- Mental Incompetence
- Conviction of Felony

#### **Write-In Candidates:**

A Declaration of Write-In Candidacy must be filed not later than 5:00 p.m. on August 26, 2013.

#### **Other Relevant Dates:**

August 6, 2013	First Day to File Application to Appear on Ballot for One of the Designated Positions				
August 26, 2013	Last Day to File Application to Appear on Ballot for One of the Designated Positions (5 p.m.); Last Day to File Declaration of Write-In Candidacy (5 p.m.); Last Day to Order Election				
September 6, 2013	First Day to Apply for Ballot by Mail				
October 7, 2013	.Last Day to Register to Vote				
October 21, 2013	First Day of Early Voting by Personal Appearance				
October 25, 2013	.Last Day to Apply for Ballot by Mail (received not postmarked)				
November 1, 2013Last Day of Early Voting by Personal Appearance					
November 5, 2013 Election Day					

The Texas Secretary of State is the chief election officer of the State of Texas. Interested persons may visit the Secretary of State's Election Division website at <a href="http://www.sos.state.tx.us/elections/index.shtml">http://www.sos.state.tx.us/elections/index.shtml</a> or contact the Secretary of State's Election Division by telephone at 1-800-252-VOTE (8683) for further information regarding the state's election laws.



July 26, 2013

To: CANDIDATES FILING FOR

NOVEMBER 5, 2013 GENERAL ELECTION THE WOODLANDS TOWNSHIP BOARD OF DIRECTORS

Re: SIGN CRITERIA

The following sign regulation explanation, relative to the Covenants and Standards, is offered as a courtesy to you for your upcoming campaign. Political election sign placement must comply with all applicable state and county laws and regulations as well as Section 2.10 of The Woodlands Residential Development Standards. All candidates are urged to review signage limitations and all applicable statutes with their campaign staff.

#### **Governmental Elections**

For the upcoming November 5, 2013 General Election for The Woodlands Township Board of Directors, residents may display one political sign promoting each candidate or issue on the ballot on Residential and Commercial Lots beginning the 90th day preceding the regular election day. The sign must be removed within 10 days following the day of the regular or runoff election.

In addition, the political signs must be ground-mounted, and not attached in any way to plant material, traffic control devices, light standard, or other existing structures or objects. Political signs cannot exceed four feet high by six feet wide, and not exceed five feet in total installed height (including the mounting post). Political election signs may not be placed on a lot without the prior written consent of the owner of the lot.

In accordance with Section 393 of the Texas Transportation Code, and per Montgomery County Ordinance signs cannot be placed in public road rights-of-way.

For complete information regarding the sign standards for Woodlands elections or for information on sign standards pertaining to other elections, please contact The Woodlands Township, Covenant Administration Department, at 281-210-3973.

Sincerely,

Don T. Norrell President/General Manager WHEREAS, The Woodlands Township (the "Township") has been heretofore duly created and organized and is operating pursuant to the authority of Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended (the "Act"); and

WHEREAS, the Township is charged by the Act with the responsibility for calling and conducting an annual election for members of the Board of Directors of the Township pursuant to the Act and the applicable provisions of the Texas Election Code; and

WHEREAS, from time to time, the Township is requested by candidates, campaign officials, supporters, voters or other interested persons to permit, restrict or prevent certain election activities by candidates, campaign officials or supporters, including requests which are considered inappropriate or beyond the authority of the Township to accomplish; and

WHEREAS, the Board of Directors of the Township deems it appropriate to establish and memorialize certain policies, procedures and priorities in connection with such elections; Now, therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP, THAT:

Section 1: It shall be the policy of the Township in connection with its duty to call, hold and conduct such annual elections for directors that the Township's foremost responsibility and duty is to call, hold and conduct a fair, free and impartial election and to avoid, where possible, any appearance of bias, partiality or favoritism for or against any candidate, party, slate or cause.

Section 2: It shall be the sole responsibility of candidates and their respective supporters, campaign treasurers and related officials to secure such legal, ethical, advertising, promotional and other advice and assistance as they may need or desire in connection with such elections, and the Township's duties and responsibilities shall be limited to providing and promulgating on a timely basis such forms, orders, notices and related documents and materials as are essential to the calling, holding and conducting of a fair and impartial election, without regard to the individual responsibilities of the candidates for compliance with ethical, campaign reporting and disclosure, fair practices, advertising and other election laws, standards and guidelines.

Section 3: With respect to certain matters which are, or are commonly perceived to be, within the control and authority of the Township, the Township policies shall be as follows:

#### A. Use of Township Logo

In keeping with the Township's responsibility to conduct a fair and impartial election and to preserve the Township's control over the use of its logo, candidates or campaigns shall not be permitted to use the Township's logo on any campaign materials unless incidental to, and not in a position of prominence in, an image described in paragraph F. of this Section 3.

#### B. Use of Township E-mail

An incumbent director who is a candidate in an election may not use a Township provided e-mail account for the purpose of advertising or promoting the candidate's campaign or for endorsing, supporting, raising funds for or promoting the campaign of another candidate. Nothing herein shall be deemed or construed to restrict a director from using a Township provided e-mail account to correspond with constituents on issues related to Township business other than election campaigns.

### C. <u>Distribution of Candidate Information or Candidate</u> Forums

In keeping with the Township's responsibility to conduct fair and impartial elections, the Township cannot and does not, directly or indirectly, endorse, promote or support, through in-kind services or otherwise, any specific candidate forum, candidate information exchange or similar activities through the use of Township resources, including The Woodlands Community Magazine, the Township website, WoodlandsAlert or similar means. The Township will timely take all necessary steps to provide notice of candidate names, ballot positions, voting locations and voting times.

## D. <u>Political Advertising in The Woodlands Community</u> Magazine

No political advertising shall be permitted in The Woodlands Community Magazine, nor shall business advertisements, names or photos which are similar in style or format to the campaign materials of a candidate be placed in The Woodlands Community Magazine during the period from the

first date of the filing of candidate applications to the conclusion of the election.

#### E. Political Activity by Employees

An employee of the Township may not engage in political activity related to a campaign for an elected public office or proposition to be voted on by the public while in Township uniform, on duty or while representing or acting on behalf of the Township, or under circumstances suggesting that such employee is representing or acting on behalf of the Township. Nothing herein shall be deemed or construed to restrict the right of organized labor groups, including firefighters, to form a political action committee to engage in political activity off duty.

#### F. Images of Township Facilities

Photographs, drawings or other images of public facilities, including administrative facilities, fire stations, parks or other Township facilities, may be used by candidates, supporters or campaigns so long as the taking or making of such images does not interrupt or interfere with access to or the operations of such public facilities.

#### G. <u>Election Signs on Private Properties</u>

The use of election signs on private properties shall be governed by the Covenants and Standards and all applicable regulations thereunder.

Section 4: The Township will not undertake to interpret, enforce or provide legal, ethical or other advice in connection with election activities which are beyond the scope and authority the Township to regulate, including, without limitation, electioneering during primary or general elections near polling places where such elections are administered under the authority of Montgomery County; endorsements of candidates by current or former members of the Board of Directors of the Township, whether with or without use of any officer's title; the use of automated telephone calling; false or misleading advertising or signage; or similar election activities which are beyond the authority of the Township to regulate or control; provided, however, that endorsements of candidates by members of the Board of Directors of the Township, whether with or without the use of officers' titles, should not be made under circumstances suggesting such endorsement is being made by or on behalf of the Township or its Board of Directors; and provided further, that with respect to electioneering at Township polling places in Harris County that are managed by the Township,

all candidates, campaigns and supporters must comply with all applicable laws concerning electioneering and signage at the polling place, and any signage or electioneering within the distance markers posted for such polling place will be removed or curtailed by the Township election officials for such polling place or by appropriate law enforcement personnel.

Section 5: Unless inconsistent or in conflict with the Act, the Board of Directors of the Township hereby adopts and approves for usage in all such elections for members of the Board of Directors of the Township held on a general election day the timetable and calendar of events promulgated and published by the Texas Secretary of State for such election.

Section 6: In the absence of a specific initial filing date for candidates in the Act or other applicable law, the Board of Directors of the Township hereby adopts as the first date for filing of a candidate's application in an election for members of the Board of Directors of the Township the ninety-first (91st) day before the date of the election, but the Township offices will not be open for receipt of such filing if such date falls on a Saturday or a Sunday and may not be open for receipt of such filing on a State holiday. The President/General Manager is hereby authorized and directed to provide notice of such first filing date, as well as the last filing date, in the manner required by law at least thirty (30) days in advance of such first filing date.

PASSED and APPROVED this 17th day of November,

lovember, 2

Chairman, Board of Directors

ATTEST:

THE THE THE PARTY OF THE PARTY

Secretary, Board of Directors

-4-

# CODE OF FAIR CAMPAIGN PRACTICES

# FORM CFCP COVER SHEET

Durguent to chanter 259 of	OFFICE USE ONLY							
Pursuant to chapter 258 of								
political committee is enc								
1 0	Code may be filed with the proper fili							
	n of a campaign treasurer appointme							
-	litical committees that already have							
1 0	r appointment on file as of September	Date Hand-delivered or Postmarked						
1997, may subscribe to th	e code at any time.	Date nand-delivered of Postmarked						
		Date Processed						
Subscription to the Code								
		Date Imaged						
1 ACCOUNT NUMBER	2 TYPE OF FILER							
(Ethics Commission Filers)	CANDIDATE	POLITICAL COMMITTEE						
	If filing as a candidate, complete boxes 3 - 6, then read and sign page 2.	If filing for a political committee, complete boxes 7 and 8, then read and sign page 2.						
3 NAME OF CANDIDATE	TITLE (Dr., Mr., Ms., etc.) FIRST	MI						
(PLEASE TYPE OR PRINT)								
	NICKNAME LAST	SUFFIX (SR., JR., III, etc.)						
4 TELEPHONE NUMBER OF CANDIDATE	AREA CODE PHONE NUMBER	EXTENSION						
(PLEASE TYPE OR PRINT)	( )							
5 ADDRESS OF CANDIDATE	STREET / PO BOX; APT / SUITE #; CITY	Y: STATE; ZIP CODE						
(PLEASE TYPE OR PRINT)		,						
,								
6 OFFICE SOUGHT								
BY CANDIDATE								
(PLEASE TYPE OR PRINT)								
7 NAME OF COMMITTEE								
(PLEASE TYPE OR PRINT)								
8 NAME OF CAMPAIGN	TITLE (Dr., Mr., Ms., etc.) FIRST	MI						
TREASURER (PLEASE TYPE OR PRINT)								
(I LEAGE TIPE OIXPININT)	NICKNAME LAST	SUFFIX (SR., JR., III, etc.)						
	-							
	GO TO PAGE 2							

www.ethics.state.tx.us Revised 11/23/2010

Date

#### **CODE OF FAIR CAMPAIGN PRACTICES**

Austin, Texas 78711-2070

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

#### THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- **(4)** I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system (5) of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not (7) to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political
committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance
with the above principles and practices.

Signature

www.ethics.state.tx.us Revised 11/23/2010